

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

TRAVEL-6

FROM:

Director of Logistics

EXTENSION

NO.

OL 9 3488(a)

DATE

12 SEP 1979

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA
7D24 Hqs.

9/13

Bob:

I believe Mr. Freeman's request that the Agency re-emphasize travel regulations and review the adequacy of procedures for approval of travel can best be handled by the Agency's Travel Policy Committee chaired by

Office of Finance. Suggest the attached letter be forwarded to the Committee for review and action as they deem appropriate.

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James H. McDonald

Att



Services

Administration Washington, DC 20405

Executive Registry

79-8742

DD/A Registry

79-2748

DD/A Registry

File TRAVEL-6

Honorable Stansfield Turner
Director
Central Intelligence Agency
Washington, DC 20505

Dear Admiral Turner:

In his July 15, 1979, Address to the Nation, President Carter outlined a six point energy conservation plan, and stated:

"... To further conserve energy, I am proposing tonight an extra \$10 billion over the next decade to strengthen our public transportation systems. And I am asking you -- for your good and for your nation's security -- to take no unnecessary trips, to use carpools or public transportation wherever you can, to park your car one extra day per week, to obey speed limits . . . Every act of energy conservation like this is more than just common sense -- It is an act of patriotism." (Emphasis added.)

As Administrator of General Services with the statutory responsibility for prescribing regulations necessary to administer the laws governing travel, allowances, and entitlements, it is my objective to ensure that the governing regulations are consistent with the President's energy plan. Your support is required to assure compliance with the regulations and the intent of the President's plan within your agency.

Federal Travel Regulations (para. 1-2.2c) provide that:

"Since travel by common carrier (air, rail or bus) will generally result in the most efficient use of energy resources and in the least costly and most expeditious performance of travel, this method shall be used whenever it is reasonably available. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would seriously interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier would exceed the cost by some other method of transportation. The

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for action

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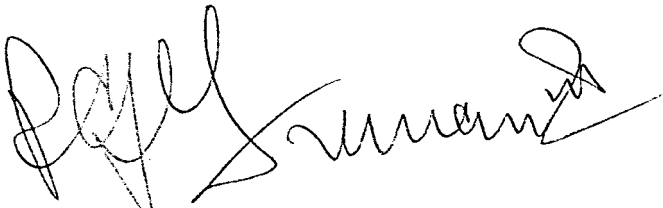
determination that another method of transportation would be more advantageous to the Government than common carrier transportation shall not be made on the basis of personal preference or minor inconvenience to the traveler resulting from common carrier scheduling." (Emphasis added.)

The use of high energy consuming methods of transportation, including Government-furnished vehicles, rental vehicles, privately owned vehicles and taxicabs, requires a specific determination that common carrier transportation (including buses and local transit systems) is not advantageous to the Government. In selecting the method of transportation to be used, the regulations (para. 1-2.2.b.) require that consideration be given to energy conservation and to the total cost to the Government.

I am requesting that you reemphasize the regulations and review the adequacy of procedures for approval of travel in your agency as well as the level of such approval to ensure that: (1) only essential travel is being approved; and that (2) specific determinations for use of high energy consuming methods of transportation are valid and appropriate in the light of the President's energy conservation policy.

I hope you will join me in working toward a Federal travel program that will be an example to the private sector of optimum energy conservation.

Sincerely,

A handwritten signature in dark ink, appearing to read 'R. G. Freeman III', with a stylized flourish at the end.

R. G. Freeman III
Administrator